

## AGENDA

- I. Call to Order
- II. Are there any items to be added to the Agenda?  
**Recommendation:** That the Commission adopt the agenda as prepared (or amended).
- III. Proof of Publication for Advertised December 16, 2020 Meeting
- IV. Commission Minutes – November 23, 2020 Meeting  
**Recommendation:** That the Commission adopt the November 23, 2020 minutes of record.
- V. Treasurer's Report – Vacant *(To be distributed under separate cover)*
  - Financials ending November 30, 2020
- VII. For Discussion and Action:
  - (1) Fair Housing Agreement – (For Ratification)
  - (2) Policy and Procedures Manual
  - (3) Discrimination and Harassment Policy
  - (4) Employment Handbook
- VIII. Recommendation: Recommended Selections for Vacant Position  
That the Board approve the candidates selected as the #1 referrals to fill the 2 vacant positions to complete the HRC Agency staffing to ensure that performance standards and metrics are met for this fiscal year funding requirements.
  - Fair Housing Specialist
  - EEOC Officer
- IX. Interim Executive Director Agency Update
- X. Open Forum
- XI. Announcements
- XII. Adjourn - Next Meeting: TBD

**Escambia County Human Relations Commission, Inc.**

**d/b/a Escambia Pensacola Human Relations Commission**

November 23, 2020 – 2:00 PM – First Floor Conference Room - 104

Escambia County COC Building – 3363 West Park Place, Pensacola, FL 32505

**Commission Members Present:** Lumon May – Chair, Brian Wyer – Vice Chair, Randy Bricker, Ron Helms, Harold Griffin, Jr., and Jewel Cannada-Wynn, Treasurer

**Commission members via Teleconference:** Joyce Hopson and Kevin Mair

**Members Absent:** None

**Other in Attendance:** Kia Johnson – County Attorney's Office, Marilyn Wesley, Interim Executive Director, and Meredith Reeves, Escambia County Neighborhood and Human Services (1 Guest - did sign attendance sheet)

**I. The meeting was called to Order – 2:05 PM**

**II. Items added to the Agenda? Yes**

- Commission Member Jewel Cannada-Wynn added the item for discussion regarding securing an HRC Commission attorney to advise on matters pertaining to Fair Housing and other Commission issues when applicable.
- Request that the Commission have an Audit for the 2019/2020 FY.

**Recommendation:** That the Commission adopt the amended agenda.

**Motion – Brian Wyer**

**Seconded – Jewel Cannada-Wynn**

**III. Proof of Publication for Advertised November 23, 2020 Meeting**

**PNJ – November 21, 2020 advertised. Also Escambia BCC weekly meeting advertisement.**

**IV. Commission Minutes – October 29, 2020 Meeting**

**Recommendation:** That the Commission adopt the October 29, 2020 minutes of record.

**Motioned – Harold Griffin, Jr.**

**Seconded – Brian Wyer**

**V. Treasurer's Report – Jewel Cannada-Wynn (*current report distributed at the meeting*)**

**Budgetary Review ending September 20, 2020**

Total Expenditures – City General Funds - \$30,680.49

Total Expenses – County Funds - \$46,071.01      **TOTAL - \$76,751.50**

**BB&T – Ending Balance - October 31, 2020 - \$40,557.97**

**Ledger Checking Account Balance - - October 29, 2020 - \$36,415.37**

**Motioned – Randy Bricker**

**Seconded – Brian Wyer**

**VI. For Discussion:**

**(1) City of Pensacola – Miscellaneous Appropriations Agreement**

Funding – Carry Forward and New Year Funding

The City Council approved the balance carry forward from FY 2019-2020 to be used by the HRC in FY 2020 – 2021 - \$78,750.00

The City Council approved in the 2020-2021 FY Budget, the new allocation of \$89,000.00

The Interlocal Agreement governs these expenditures. The HRC will be allocated \$30,000.00 unrestricted to ensure that the HRC will have operating cash flow at all times.

**(2) Escambia County Miscellaneous Appropriations Agreement**

This Agreement is scheduled for the November 5<sup>th</sup> BCC meeting for approval.

The requested budgeted amount is \$84,265.00 and was approved during the County's budget process.

**VII. Interim Executive Director's Report – Agency Updates**

- The Administrative Assistant/Office Manager position is vacant. Blue Arbor is recruiting candidates to refer to interview. Also, other resources are being utilized.
- Received the application for the Board of Director's/Officers Liability Insurance. Will be preparing the application for submittal for approval. Have been advised that the minimum policy amount for this type of insurance is \$750.00 per year, but could be more based on unique circumstances.
- Fair Housing Agreement – A "draft" was distributed to Commission members on meeting day. There has not been a review of the document. Much discussion followed by Commission members, County staff, and HRC staff regarding the timeliness and reason why the agreement has not been approved by the BCC. The Commission requested Assistant County Attorney, Kia Johnson to assist in having a document ready within 10 days for a special Board Meeting of the HRC Commission members.
- Policy and Procedures Manual – **Tabled to Special Meeting Discussion and Adoption**

**VIII. For Discussion and Action:**

Recommended Candidates for Vacant Agency Positions

- Fair Housing Specialist
- EEOC Officer

**Tabled for Special Meeting within 10 days.**

**IX. Open Forum**

**X. Announcements**

**XI. Adjourn**

**Special Meeting to be scheduled within the next 10 days. Date to be determined.**